



## Neighborhood Community Center

1845 Park Avenue, Costa Mesa, California 92627

### **RULES AND REGULATIONS “AT A GLANCE”**

- NCC is a non-smoking facility.
- Hours of operation:  
Office Hours: Monday – Friday; 8:00am – 5:00pm  
Rental Hours: Monday–Thursday, 8:00am – 11:00pm, Friday–Saturday, 8:00am – 1:00am; Sunday, 8:00am–11:00pm
- Preparation time: Allows for delivery, decorating, caterer, and florist access to the room rented prior to guest arrival. Contact person must be on site for room rented to be open.
- Event time: Actual event time.
- Clean-up time: Minimum of one-half hour to one hour before exiting the room.
- Decorating and display of resource material, signage, etc:  
No objects are to be suspended, attached or affixed to any part of the facility.  
No tape, tacks or pins.  
No candles or glitter are allowed.  
Helium balloon use must get prior approval.
- Animals: Service animals allowed in the building per ADA, any other animals require approval.
- Clean-up: Patron is responsible for wiping spills from tables, chairs, walls, carpet; removal of trash can liners to dumpsters; removing large pieces of trash, balloons, etc, and cleaning of the kitchen.
- Parking: No loading or unloading or parking in any area other than marked parking stalls.
- Rental deposits: All rental deposits are refundable after the rental, provided patron abided by all the stated rules.
- Cancellation and fee increases:  
All cancellations must be submitted in writing for a rental refund consideration.  
Refunds are subject to a cancellation fee.  
All rental fees are subject to change.
- Beverage restrictions:  
No beverages red in color are allowed.  
There are specific guidelines and rules that apply when alcoholic beverages are consumed at the facility.